

MARQUEE

theatrical productions

INSPIRE
EXCELLENCE
MOTIVATE
LEARNING
BUILD
CONFIDENCE

2026/2027

CORE PROGRAMS & CAMPS STUDENT HANDBOOK (RECREATIONAL)

The programs offered within our **CORE** division welcome students of any and all levels of skill and experience (no audition necessary). We offer classes in musical theatre, drama, and dance for ages 5 and up.

Our classes are the perfect introduction to the exciting world of singing, acting & dancing. Students work in a group setting alongside trained educators to build their confidence, performance skills, and theatre etiquette. Each term culminates in a **live performance**, giving students the opportunity to share their growth and celebrate their achievements with family, friends, and the community.

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What is the Student Handbook

The Student Handbook contains important information for Marquee students. **The student and/or parent/guardian is required to read and understand all of the information in this handbook.**

The Marquee staff wants every student to succeed. We hope this information will help them to do just that. This handbook has three purposes:

- (1) to inform the student and their parents/guardians about our educational programs;
- (2) to help keep students on track; and
- (3) to ensure students adhere to our classroom expectations.

Students and parents are encouraged to refer to this handbook whenever questions arise. While it may initially seem filled with rules and expectations, these guidelines are in place to ensure every student's experience at Marquee is **educational, structured, rewarding, and fun**. Our goal is to create a **safe, supportive environment** where students can explore, take risks, and grow, building meaningful skills and lasting memories through both **hard work and creativity**. Clear expectations help us maintain this positive and productive space for everyone. The policies outlined in this handbook are more than rules, they are **shared commitments**: to your fellow students, to your teachers, and to your own growth and development as an artist.

Our Philosophy

We strive to teach and promote positive, valuable life skills in the lives of the children in our community through our musical theatre based educational programs. Our goal is to **inspire excellence, motivate learning, build confidence**, and spark a lifelong appreciation for the arts.

Our Commitment to Inclusion & Accessibility

At Marquee Theatrical Productions, we are committed to creating an environment where **every student feels seen, supported, and valued**. We recognize the connection between **physical, mental, social, and emotional well-being**, and strive to foster a space that supports the whole artist. We actively work to ensure our programs are **inclusive, accessible, and welcoming** to individuals of all **abilities, backgrounds, identities, and lived experiences**. This includes (but is not limited to) students of all races, ethnicities, cultures, socioeconomic backgrounds, gender identities and expressions, and sexual orientations, as well as students with diverse learning, physical, and developmental needs.

Our commitment is reflected in our practices, including:

- **Inclusive and respectful classroom environments**, including the use of chosen names and pronouns
- **All-gender facilities**
- **Need-based financial support and scholarships**
- A willingness to **collaborate with families** to support individual learning, access, and participation needs.

We understand that inclusion is an ongoing process of learning, listening, and growth. Our staff is dedicated to creating a space where students can **express themselves authentically, take creative risks, and feel a true sense of belonging**. We are proud to support each student not only as a performer, but as an individual.

Behaviour Expectations

- Talk in a pleasant and positive manner.
- Foul language, put downs and bullying will not be tolerated.
- Treat all equipment, props, costumes, set pieces, and supplies with proper care and respect.
- Show respect for the teachers, assistants, volunteers and creative teaching team.

- Running and excessive shouting while indoors is not permitted.
- Aggressive physical games are not allowed while on breaks.
- Aggressive or violent behaviour that is threatening to another child, staff or others will not be permitted.

Our teachers work hard to ensure that students understand what behaviour is acceptable and what is not. These expectations are introduced at the beginning of the program, and the culture of respect for everyone and everything is fostered from that point forward. Teachers will always use their best judgement to ensure that everyone is having a positive experience in our programs.

Commitment & Class/Performance Expectations

MTP Annual Program Calendar 2026/2027

The updated **Annual Program Calendar** will be available on your **Class Resources Page**, with access provided in your **Welcome Email** at the start of the season/term.

All important program dates, including **class schedules and show week details**, can always be found on your **Class Resources Page**. We also provide an **Annual Program Google Calendar**, as well as individual Google Calendars for each class. Families are encouraged to **check the Class Resources regularly** and add these calendars to their personal devices to stay up to date.

Please note that **key dates (including holidays and show weeks)** are also available on the program's **registration page in our Online Store** prior to enrollment.

- ***Please note: Show Week dates/times are subject to change based on operational and production needs as they may arise.***

Class Etiquette: All students must arrive to classes and rehearsals on time, prepared with memorization/review, and be ready to work. Classes and rehearsals start promptly at the time listed, it is expected that students arrive 5 - 10 minutes prior to the start of class to put personal belongings away and get settled. All students must remain focused and alert in class, and notify teachers of anything that may interfere with their ability to work (injury, illness, emotional state, etc...) before class/rehearsal commences. All students must bring their script/class materials, a pencil, and water to every class.

Clothing: Proper rehearsal attire is mandatory (yoga pants, shorts, tshirts, tank tops). Clothing that allows you to move freely and comfortably in rehearsal. (No jeans, short shorts, skirts, dresses, pyjamas, or oversized clothing is permitted in the classroom). To maintain a professional learning environment for both students and teachers, all shirts must meet the top of the pant waistline (no exposed midriff). Clothing should not have large logos/branding across it for promotional purposes - solid colours are preferred. All students with long hair must wear it up/back securely, so it doesn't cover faces.

Shoes: Students are responsible for their own proper footwear. Administration will notify students regarding proper performance footwear, which may include jazz shoes, character shoes, tap shoes, or indoor sneakers depending on the show being performed in the program you have enrolled in. Students must bring a change of (indoor) running shoes to wear during rehearsal, suitable for movement. (Outdoor footwear, boots, Crocs, Uggs, Sandals, Sock-feet or bare feet are NOT permitted in the studios).

Costumes: All major costume pieces will be provided by Marquee Theatrical Productions. Students may be asked to bring in minor items (for example: white dress shirt, black pants, black shirt, leggings, hosiery, black shoes etc.) a list of which will be provided for each production. For Kinder, Junior, and Intermediate Musical Theatre - **students are expected to provide an under-costume "base layer"** that will be worn under all their costumes: typically consisting of a black t-shirt, black leggings or pants, and black shoes, with no logos or markings. Depending on the show however, there can be some exceptions. So wait for the list to come for this program as it's based on role assignments.

Attendance Policy

Due to time limitations and the scheduling requirements needed to put our productions together, a strict attendance policy is put in place for our programs. As our programming is based on teamwork, your commitment, and dedication to the program is crucial to the success of the class and the growth of the student. Absences affect the class as a whole, not just the individual. Having all students present in class is necessary to maintain a positive and productive process.

We have a **three-absence policy** in place at Marquee. Students may not miss more than 3 pre-approved rehearsals/classes per term (with the exception of emergencies). Following a third absence, it is understood that students may be removed from specific scenes/songs moving forward, and may result in a reassignment of their role.

There will be no discounts, refunds or make up classes for absences by students for any program.

Mandatory Dress Rehearsal Attendance

This is a **non-negotiable requirement**. Attendance at your cast's **Dress Rehearsal is mandatory**. Students who do not attend their scheduled dress rehearsal **will not be permitted to perform** in school shows and/or public performances.

This policy is in place to ensure the **safety of all students**. Each production introduces unique elements, including **backstage traffic, costume changes, lighting, props, set movement, and technical cues**, that must be practiced in the theatre environment with their cast. Even if a student is familiar with the venue, participation in the dress rehearsal is essential to safely and successfully integrate all aspects of the performance.

Photo & Video Consent

I authorize the use of photo and video images of my child for school brochures or advertising purposes at the sole discretion of Marquee Theatrical Productions Inc. I understand that, if licensing permits, a professional video recording of the production will include my child and will be available for purchase. For the protection of copyright choreography and safety/privacy of our students, I am aware that I am not permitted to videotape or photograph my child's class during any performances unless permission is given by the director.

Personal Technology Policy

All cell phones, tablets and laptops must be turned off or put on silent while in the rehearsal room, backstage, and during performances (unless otherwise approved by instructors if informed of an expected or urgent call). Any teacher maintains the right to collect any item of personal technology and hold it until the end of a class should these procedures not be followed. For all students, failure to adhere to the terms and conditions of the policy will result in disciplinary measures and communication to parents.

Additional Training

It is highly suggested that all students consider private voice lessons, dance lessons, acting lessons and/or vocal coachings due to the fast paced nature of the program. Private lessons and/or coachings are available at an additional fee. If you're unsure which would benefit the student the most, our teachers are happy to provide assistance and suggestions for additional education.

Loss & Injury

I certify that my participation and attendance in musical theatre activity at Marquee Theatrical Productions Inc (hereon referred to as Marquee), on or off site is voluntary, Marquee and its successors and assigns, its officers, directors, employees, volunteers, and representatives (all hereafter collectively referred to as "the

Releasees") are not responsible for any injury, loss or damage of any kind sustained by any person while participating in the musical theatre activity. Including injury, loss or damage which might be caused by the negligence of the Releasees.

Inclement Weather Policy

Should a class need to be cancelled due to inclement weather, Marquee is **not** bound to provide a make-up class, but may choose to add an additional class or time in some way, and only if it works out for all the staff and available rehearsal spaces.

Class Cancellation

MARQUEE reserves the right to cancel any group class or camp due to insufficient enrolment. If this situation applies and the program is cancelled by Marquee, all tuition fees will be fully refunded.

Payment/Registration

- Each class fee varies (please see registration pages on our website)
- You may pay a non-refundable deposit upfront and the balance is due one week prior to the first class of term **OR** you may choose to pay in full at time of registration.
- **Deposits are non-refundable/non-transferable.**
- A student is not guaranteed a spot in the program until the full deposit amount is received.
- **You may choose to send payment** electronically or by credit card. You will have these options at checkout on our website.
- The full balance is due **one week prior** to the first day of the program unless otherwise arranged in writing with Marquee Theatrical Productions Inc.

Withdrawal Policy

- Written notice is required for all group program withdrawals.
- **Students who leave any program for any reason, will forfeit all monies paid to Marquee Theatrical Productions Inc. The non-refundable deposit is also not transferable.**

Refund Policy

1. A **refund, minus an administration fee of \$200 (\$150 for Kinder programs)** will be available **with written notice of withdrawal 7+ business days prior to the start of any program.** *This policy does not apply to the Intensive programs. For the intensive groups, once fees are paid, there are no refunds due to held spots and no opportunity for a new student to join the group.*

2. **No refunds will be issued less than 7 days before the first day of classes.** This includes any post-dated payments.

3. **No refunds will be issued for tuition fees paid once the program has started.** This includes any post-dated payments.

4. Students who leave any program for any reason, will **forfeit all monies paid to Marquee Theatrical Productions Inc.** The non-refundable deposit is also not transferable.